



ADULT AND CHILD HEALTH POLICY

September 2013

Rationale:

To ensure the health and well-being of each child and adult is protected.

Purpose:

Playcentre will provide an environment for children and adults where their physical well-being is promoted and nurtured and they are kept safe from harm.

Procedures:

Accident

1. At least one qualified First Aider will be on duty at each session.
2. The First Aider must have completed a first aid certificate that meets the Department of Labour and Ministry of Education requirements, or be a registered medical practitioner or nurse with a current practicing certificate, or be a qualified ambulance officer or paramedic.
3. A first aid kit will be kept in the Centre at all times and maintained to the standard outlined in the Equipment for Playcentres book published by the New Zealand Playcentre Federation.
4. A portable first aid kit will also be available to take on excursions from the Centre and should be maintained to the standard outlined in the "Equipment for Playcentres" Book, Published by the New Zealand Playcentre Federation.
5. The contents of the first aid kits will be checked once a term against the standard outlined in the Equipment for Playcentres book. Any expired items will be replaced and any used items will be replenished as necessary.
6. The first aid kits will either be kept in a place inaccessible to the children or a lock or catch will be fitted and the key or opening device will be stored in close proximity to the kits but inaccessible to the children.
7. The location of the first aid kits will be close to a water source used for cleaning soiled children or changing nappies.
8. Procedures for the administration of first aid, including first aid precautions, will be displayed prominently in the Centre.
9. First aid will be administered in the case of an accident occurring to a child at the Centre. First aid will be administered or supervised by a qualified First Aider or the child's parent. The First Aider will assess whether further medical aid is required, e.g. ambulance, doctor assessment. If further medical aid is sought, the parent/caregiver/whānau will be notified immediately. Details of every accident occurring to a child at the Centre will be recorded in the Accident, Illness and Medicine Register. The parent/caregiver/whānau member will be notified and provided with a copy of the written record.
10. First aid will be administered in the case of an accident occurring to an adult at the Centre by a qualified first aider.
11. Details of every accident occurring to an adult at the Centre will be recorded in the Injury and Investigation Register.
12. Serious harm accidents, as defined by the Health and Safety in Employment Act 1992, occurring to either children or adults at the Centre will also be recorded in the Injury and Investigation Register.

13. The Centre will notify the Association of any serious harm accidents immediately.
14. The Association Secretary/Licensee will advise the local OSH branch office and the Ministry of Education as soon as appropriate of any serious harm accidents occurring at the Centre.
15. Completed forms in the Accident, Illness and Medicine Register and the Injury and Investigation Register will be reviewed at least once a term by the Centre and action taken as appropriate to eliminate, isolate or minimise any identified significant hazards.
16. The Centre will also forward a copy of the completed forms in the Accident, Illness and Medicine Register and the Injury and Investigation Register to the Association at least once a term.

Illness

1. Information in Nga Kupu Oranga - Healthy Messages published by the Ministry of Health and other Public Health publications will be available at the Centre to parents/caregivers/whanau members on infectious illnesses and diseases, their infectious periods, and guidelines for when people should stay at home.
- 2. Any child or adult who experiences vomiting, diarrhoea, fever and/or infectious skin rash will be excluded from the Centre until 48 hours after all symptoms have stopped.**
3. Any child or adult suffering from an infectious and notifiable disease as listed in the Second Schedule of the Health (Infectious and Notifiable Diseases) Regulations 1996 will be excluded from the Centre until the end of the infectious period.
4. Every child exposed to the infection of an infectious disease specified in schedule 2 shall be excluded from the centre for the period shown in the 4th column of schedule 2 with respect to that disease or for such lesser period as the Ministry of Health Medical Officer shall determine.
5. In some cases the Ministry of Health Medical Officer may ask the Centre to exclude people who are likely to develop an infectious and notifiable disease as listed in the Second Schedule of the Health (Infectious and Notifiable Diseases) Regulations 1996 until there is no longer any risk to them or others.
6. Any child or adult suffering from any other diagnosed illness or disease may be excluded from the Centre while still unwell or while there is any possibility that they may detrimentally affect their own health or the health of others.
7. The Centre will refer to information in Nga Kupu Oranga – Healthy Messages and other Public Health publications for guidance on when unwell adults or children should stay at home.
8. The Duty Team or a nominated person within the Centre will be responsible for asking any unwell adults or children to go home in accordance with the terms of this policy.
9. The Centre will inform parents/caregivers/whanau members of any infections present in the Centre's community without breaching personal privacy.
10. The procedures for the temporary isolation of unwell children will be displayed prominently in the Centre.
11. The Centre will designate an area, other than the sleep room and the bathroom, for the isolation of unwell children while waiting to leave the Centre. The exceptions to this are: if the child is vomiting and therefore needs to be near a toilet and wash down area.
12. The Centre will also maintain a mattress, with waterproof cover, and bedding specifically for use in the isolation area.

If a child falls ill at the Centre:

1. The child will be told that they are unwell and will be moved away from the other children on session to the designated isolation area.
2. The child's parent/caregiver/whanau member will be contacted as soon as possible to come and take the child home.
3. The child will be kept in the care of an adult at all times.
4. The child will be returned into the care of the parent/caregiver/whanau member without delay.

Head Lice

1. Please note: Any close head inspection beyond a cursory visual inspection requires parental consent.
2. If Head Lice is suspected, please contact the parent of the child to inform them that Head Lice is suspected and ask them to please fetch the child.
3. All members of the centre should be informed that Head Lice was suspected and that it would be in the best interest of the centre that all children's hair be checked and treated if necessary by the parent. Please keep in mind the confidentiality of the child suspected of having Head Lice.
4. Children who have been found to have Head Lice should be kept at home until treated and clear of Head Lice.
5. Be sensitive to the emotional safety of all children who are suspected of being infested with Head Lice and of the other children in the centre.

In the case of a serious illness of a child occurring at the Centre:

1. First aid will be administered by, or under the guidance of, the qualified First Aider.
2. The First Aider will assess whether further medical aid is required, e.g. ambulance, doctor assessment.
3. If further medical aid is sought, the parent/caregiver/whanau will be notified immediately.
4. Details of every illness occurring to a child at the Centre will be recorded in the Accident, Illness and Medicine Register.

Allergies and Medical Conditions

1. On enrolment, the parent/caregiver/whanau member will provide information about any allergies, food intolerances or medical conditions they or their child has. Parents/caregivers/whanau members will update this information whenever necessary.
2. Adults will be responsible for informing the Centre of any allergies, food intolerances or medical conditions they have which may detrimentally affect their own health or the health of others.
3. A Register of Allergies and Medical Conditions will be kept recording allergies, food intolerances and medical conditions of any adult or child enrolled at the Centre.
4. The Register of Allergies and Medical Conditions will specify the name of the **adult or** child, the nature of the allergy, food intolerance or medical condition, and if provided by a Doctor, a Medical Action Plan.
5. A Doctor provided Medical Action Plan will specify the action to be taken in the event of a reaction or attack, details of any medicine to be administered, and emergency contact numbers.
6. The Register of Allergies and Medical Conditions and Medical Action Plans will be displayed in a prominent place in the Centre.
7. The Centre will establish additional procedures as necessary to respond to any severe allergies or medical conditions that exist in the Centre.

Medicine

1. Medicines, other than homeopathic and other alternative remedies, will not be kept at the Centre unless under prescription for a specific child.
2. All medicines, including prescription medicine for a specific child as well as homeopathic and other alternative remedies, will be kept in a place inaccessible to the children.
3. The parent/caregiver/whanau member will inform the duty team of any medication requirements for their child.
4. Medicine will not be administered to a child at the Centre unless it is:
 - Given by a doctor/ambulance officer in the case of an emergency.
 - Given by the child's own parent/caregiver/whanau member.

- Given with the written authority of the parent/caregiver/whanau member in accordance with the provisions of a medication agreement.

5. Medication agreements will specify the name of the child, the medicine and the directions for administering the medicine, and the person(s) authorised to administer the medicine and the period for which this permission is given.

6. The parent/caregiver/whanau may provide written consent for the administration of homeopathic and other alternative remedies and for prescription medicine where a child requires long term medication.

7. Medication agreements will be signed by the parent/caregiver/whanau member and will be kept with the medicines.

8. Appropriate information and training will be given to those person(s) authorised by the medication agreement to administer the medicine.

9. Details of any medicine administered to a child at the Centre will be recorded in the Accident, Illness and Medicine Register.

Immunisation

1. Immunisation is the choice of the parent/caregiver/whanau member and a child's enrolment at the Centre will not be determined by immunisation status.

2. An Immunisation Register recording the immunisation status of each child enrolled at the Centre will be kept in accordance with the Health (Immunisation) Regulations 1995.

3. On enrolment or, for children enrolled prior to 15 months, when the child reaches 15 months of age, the parent/caregiver/whanau member will be asked to provide the child's Immunisation Certificate. It is a requirement of the Centre to ask for this information, but **optional** for the parent/caregiver/whanau member to provide it.

4. Information from the Immunisation Certificate will be recorded on the Immunisation Register or, if no certificate is provided, it will be acknowledged that the certificate was not shown.

Relevant Legislation and References

Auckland Regional Public Health Service – Advice on Illness Policy

Licensing Criteria for Early Childhood Education and Care Centres 2008

Education (Early Childhood Centres) Regulations 1998

Health (Infections & Notifiable Diseases) Regulations 1996

Health (Immunisation) Regulations 1995

Health and Safety in Employment Act 1992

Nga Kupu Oranga – Healthy Messages published by the Ministry of Health

Infectious Diseases, a poster published by the Ministry of Health

Assessment Information for Early Childhood Centres published by Public Health Protection

List of First Aid Certificates Approved for Early Childhood Centres issued by the Ministry of Education.

Circular 2001/15 Guidance for the Administration of Prescribed Medication in Early Childhood Services published by the Ministry of Education

Immunisation Guidelines for Early Childhood Services and Primary Schools published by the Ministry of Health

Equipment for Playcentres, published by the New Zealand Playcentre Federation

Ministry of Education, New Zealand

Policy Accepted at the 16 September 2013 Association Meeting
--

For review in 2016
